



JAN 14 2009

Reply to Attn of:

**Office of the Chief Information Officer**

TO: Distribution

FROM: Chief Information Officer

SUBJECT: Personally Identifiable Information (PII) Incident Reporting

Many NASA employees and contractors have access to Personally Identifiable Information (PII)<sup>1</sup> in the course of their work. Sometimes, a “data breach” occurs related to such information. The term breach includes the compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or loss of control over personally identifiable information, and other conditions in which persons who are not authorized to access such information have access or potential access to it in usable form, whether physical or electronic.

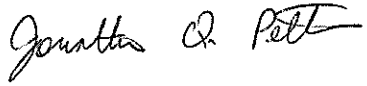
In accordance with the Office of Management and Budget (OMB) Memorandum M-06-19, “Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments Protection of Sensitive Agency Information”, security incidents involving the breach of PII must be reported to the United States Computer Emergency Readiness Team (US-CERT) within one hour of discovery. This reporting requirement does not distinguish between suspected and confirmed breaches.

All security incidents, whether suspected or confirmed, involving the breach of PII must be reported to the NASA Security Operations Center (SOC) immediately upon discovery. The SOC will track the incident and report it to the US-CERT per OMB M-06-19. Don’t hesitate to report a breach even if you believe the incident is limited, small, or insignificant. NASA’s IT security experts will determine when an incident or breach needs additional focus and attention. The NASA SOC can be contacted at 877-NASA SEC (877-627-2732) or [soc@nasa.gov](mailto:soc@nasa.gov).

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<sup>1</sup> OMB memorandum M-07-16 defines the term “personally identifiable information” as information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.

Should you have additional questions or require further assistance, please contact your Center Privacy Act Manager (PAM) or Teresa Fryer, the Privacy Program Manager, at [Teresa.Fryer-1@nasal.gov](mailto:Teresa.Fryer-1@nasal.gov) or at 202-358-2177.

A handwritten signature in black ink, appearing to read "Jonathan Q. Pettus". The signature is fluid and cursive, with the first name "Jonathan" being more legible than the last name "Pettus".

Jonathan Q. Pettus

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